



Office of Financial Aid  
Dutchess Community College  
Orcutt Student Services Center/ Room 104  
(845) 431-8030/Fax (845) 431-8603  
Email: [financial-aid@sunydutchess.edu](mailto:financial-aid@sunydutchess.edu)

**\*\*STUDENT LOAN ADJUSTMENT REQUEST FORM (2010-2011)\*\***

This form is two-sided. You must sign and initial on the back.

Name: \_\_\_\_\_ DCC ID# A \_\_\_\_\_

**Re-instatement of Stafford Loans**

\_\_\_ I previously declined my *entire* loan or did not accept my loan within 30 days and would like the loan to be reinstated. I understand that I will have to accept the loan once again on mydcc.

**Request To Increase Stafford Loan**

Amount of Increase Requested \$ \_\_\_\_\_

New total Loan Amount \$ \_\_\_\_\_ (This is for: \_\_\_ Academic Year \_\_\_ Summer)

**\*\*Please note: A student cannot request more than his/her annual loan eligibility as determined by the student's academic grade level and federal guidelines. (see reverse side for guidelines and limits)**

Reason for Increase:

- \_\_\_ Change in grade level \_\_\_ Increase in registered credits (Part time to Full Time Only)  
\_\_\_ Did not accept correct amount on mydcc originally \_\_\_ Parent PLUS Loan was denied (Submit denial letter)

**Request To Reduce Stafford Loan**

***Subsidized Stafford Loan:***

Please reduce my subsidized Stafford Loan for the \_\_\_ Academic Year  
\_\_\_ Fall Semester  
\_\_\_ Spring Semester  
\_\_\_ Summer

***Unsubsidized Stafford Loan:***

Please reduce my unsubsidized Stafford Loan for the \_\_\_ Academic Year  
\_\_\_ Fall Semester  
\_\_\_ Spring Semester  
\_\_\_ Summer

Reduce loan amount from \$ \_\_\_\_\_ to a total of \$ \_\_\_\_\_

**Cancel Stafford Loan**

- \_\_\_ Please cancel my entire Subsidized Stafford Loan for the Fall semester  
\_\_\_ Please cancel my entire Unsubsidized Stafford Loan for the Fall semester  
\_\_\_ Please cancel my entire Subsidized Stafford Loan for the Spring semester  
\_\_\_ Please cancel my entire Unsubsidized Stafford Loan for the Spring semester  
\_\_\_ Please cancel my entire Subsidized Stafford Loan for Summer  
\_\_\_ Please cancel my entire Unsubsidized Stafford Loan for Summer

**\*\*\*\* Please Read\*\*\*\***

You are allowed ONE (1) loan change/adjustment per academic year. Your request via this form constitutes the one change allowed.

If you are requesting cancellation of your loans for the Fall semester, please be aware that your Spring disbursement will automatically be cancelled.

Deadline for loan adjustments for the Fall semester is the last business day in November. The deadline for loan adjustments for the Spring semester is the last business day in April.

Loan changes/adjustments can only be made using this form. All other letters, phone calls, etc. pertaining to changes and adjustments will result in no changes being made.

Finally, it is your responsibility to check with the Office of Student Accounts to make sure that any loan changes or adjustments requested by you do not result in monies being owed to the school. If monies are owed to the school, those will be your responsibility.

**Student's Initials:** \_\_\_\_\_

**Stafford Loan Limits**

Student Grade Level & Dependency Status	Maximum Stafford (Subsidized & Unsubsidized)	Maximum Subsidized
Dependant Freshman (0-29 credits)	\$5,500	\$3,500
Dependant Sophomore (30 or more credits)	\$6,500	\$4,500
Independent Freshman (0-29 credits)	\$9,500	\$3,500
Independent Sophomore (30 or more credits)	\$10,500	\$4,500

\*\*\*Dependent students whose parents are denied a PLUS Loan have the same maximum eligibility as independent students.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DCC ID# \_\_\_\_\_